

**EXECUTIVE SECRETARIAT (O/DCI)**  
**Routing Slip**

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TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	DD/RM				
4	DD/NFA	X			
5	DD/CT				
6	DD/A	X			
7	DD/O	X			
8	DD/S&T	X			
9	GC				
10	LC				
11	IG				
12	Compt				
13	D/PA				
14	D/EEO				
15	D/Pers	X			
16	AO/DCI				
17	C/IPS				
18	ES		X		
19					
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21					
22					
SUSPENSE DATE: 23 May 80					

Remarks:

**U/ Executive Secretary**

**23 May 80**  
Date

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Executive Registry

80-7125

23 May 1980

MEMORANDUM FOR: Deputy Director for National Foreign Assessment  
Deputy Director for Administration  
Deputy Director for Operations  
Deputy Director for Science & Technology  
Acting Director of Personnel Policy, Planning & Management

FROM: Robert M. Gates  
Executive Assistant to the Director

SUBJECT: DCI's Meeting with Agency Employees

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1. As Don Wortman announced at this morning's staff meeting, the DCI will meet with Agency employees from grades GS-10 to GS-13 next week to provide an opportunity for them to ask questions about issues and Agency matters of concern to them.

2. To prepare him to answer questions on a potentially wide range of subjects, would each of you prepare questions and answers on subjects your employees may raise. The Qs & As should be forwarded to [ ] by close of business Wednesday, 28 May. [ ] will then collate these into one book for the DCI. Your assistance in this will help the Director answer correctly questions on issues that may be raised by the employees but with which he is not familiar.

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[ ]  
Robert M. Gates

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cc: DDCI

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